

RULES FOR PUNCTUATING DIALOG

1. Each time a new character speaks, a new paragraph should begin.
2. Everything a character says should be in quotation marks.
3. Use a comma to separate an explanatory phrase from the quotation. Place it outside the opening quotation marks, but inside the closing quotation marks.

example: Jack said, "Jill, let's go up the hill."
"We need a pail of water," Jack said.

4. Place an exclamation point, question mark, or period inside the closing quotation mark except when questioning or exclaiming about a quote.

example: "Don't fall down the hill!" Jill exclaimed.
Jill asked, "Jack, did you break your crown?"
Jack replied, "Of course not, Silly."